

## **Recycling Assistance Grant Program Checklist**

- \_\_\_\_\_ Application for Recycling Assistance Grant form
- \_\_\_\_\_ Detailed “Budget Information” worksheet
- \_\_\_\_\_ Project Description (not to exceed 6 single-spaced pages, 12-point font, with each side of a piece of paper counted as 1 page) to include:
  - Descriptions of project activities
  - Map and/or description of area of interest (i.e. town, community, or school)
  - Identification of the eligible activities that the project will address
  - Discussion of how diversion/reduction of waste will be measured
  - Discussion of how the project meets the Grant Criteria listed in the “Program Criteria and Requirements” document
  - Descriptions of recycling outreach and educational initiatives planned
  - A timeline for implementation including budget needs
  - Discussion of intended testing and evaluation procedures
  - Listing of key personnel, their role in the project and their qualifications or resumes
  - List of partners and/or a statement of their intent (if applicable)
- \_\_\_\_\_ Documentation of organization’s legal status and/or certificate of non-profit 501(c)(3) status. Documentation of the authorized signer’s individual’s authority must be included in the proposal package.